

White County High School Student Excuse Form

Please fill out this form when your child is absent from school. *You may use this template, also available on our website, or write your own (please include information requested on this form when you write your own).*

Student's Full Legal Name: _____ Student ID Number: _____

Place a check in the box beside the option that applies to your student. Only fill out the information beside the box that you checked.

THIS FORM IS TO:

Excuse an Absence/Late Check In:

- Date(s) of Absence(s):** _____
Absence Reason that Applies:
_____ Parent Note (up to 7 may be submitted for the school year)
_____ Medical Appointment (please submit doctor's excuse/note if available)
_____ Death or serious illness of immediate family member
_____ Other reason (please explain) _____

Give Permission for Early Check Out: *If your student is checking out early for a doctor's appointment, please remember to get a school excuse from the doctor's office to turn in upon return*

- Destination/Reason:** _____
Check Out Date: _____ **Check Out Time:** _____

Parent/Guardian Name & Contact Number (please print): _____

Parent/Guardian Signature: _____ **Date:** _____

Students should bring an excuse note on the FIRST day that they return after an absence. In order for an absence/late check in to be excused, documentation must be received within 3 days of your child returning to school

FOR OFFICE USE ONLY

Date received: _____

Attendance Clerk's Signature: _____ Date: _____

Excuse was received within 3 days of student's return to school Yes No
Attendance clerk confirmed absences are marked accurately in Infinite Campus (initials) _____